

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Yuba County Department of Health and
Human Services – Children's Services Division

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This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans. Minors in the probation system must also be included in the plan. County plans must be amended to include Child Welfare Services (CWS) Disaster Response Plans and be operational by September 28, 2007.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law (PL) 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under Section 6 (a) (16). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

CWS Disaster Response Criteria A:	Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:
Essential Function:	1. Identification and location process of children who may be displaced
Process Description:	<p>Establish contact with families, providers and youth in the child welfare system at the time of the disaster when they call in, or use emergency contact information to locate them. Coordinate with other systems that have child and family location information.</p> <p>Maintain a database to track clients who have called in and those who are in unknown circumstances.</p> <p>Conduct an initial assessment of locations and needs of families, providers and youth.</p> <p>Provide information, support, and services for these families, and coordinate services with other agencies.</p> <p>Provide additional programs/services to children, youth and families affected by the disaster, such as:</p>

	<p>immediate trauma services for children, youth and families; assistance for medically fragile children and their caregivers; more time for service visits; new benefit programs to respond to needs (e.g., rebuilding housing); child care for families seeking help; and extra assistance needed by foster families to provide for their own children. Identify children separated from their families, and provide services to them. Relocate services to alternate locations as required by the scale of the disaster. Locate services close to where families and children are—disaster assistance centers along with other service providers, if possible, and/or use mobile units, neighborhood centers, or coordinated outreach to provide access. Make services culturally competent by providing services, and information about them, in the language clients use, and in a culturally appropriate way. Compile and distribute to staff and clients lists of other disaster-related services and programs available through statewide emergency management efforts and/or other agencies.</p>
Essential Function:	2. Communication process with child care providers (i.e. Resource Families)
Process Description:	<p>Upon placement, each resource family will complete and sign a Resource Family Disaster Plan (see Attached). This information will be input into the CWS/CMS data base and filed in the service file At least at each case plan review the CWS SW will assist the Resource Family complete a new Disaster Plan and update said information in CWS/CMS and case file</p> <ul style="list-style-type: none"> * Help develop and disseminate emergency preparedness information. * Disseminate information to help child care providers in areas affected by a disaster. * Help disseminate information about Emergency Child Care and other types of assistance to parents in affected areas; * Collect share information on response/ recovery efforts with CSD/JPD/JPD partners (act as a central clearinghouse to reduce the chance of duplication.) * If children need to be relocated from child care facilities facing potential dangers, the CSD/JPD/JPD Team might work with other agency field staff, and/or providers to obtain information about the relocation and assist as needed in contacting parents. * CSD/JPD/JSD to ensure the appropriate contacts are made that will enable timely dissemination of all information. * The CSD/JPD/JPD updates the County Web site to include pertinent information that needs to be disseminated to providers.
Essential Function:	3. Identification of evacuation procedures – Event known in advance SEE COUNTY OF YUBA EMERGENCY OPERATIONS PLAN
Process Description:	<ul style="list-style-type: none"> * In the event that the evacuation is required, the CSD/JPD/JPD will initiate the proper notification procedure for contacting the staff, child care providers, and families in preparation for emergencies to advise them of the nature of the evacuation. <p>The role in case of relocation will be to serve as a central point of contact to:</p> <ul style="list-style-type: none"> * ensure that emergency staff/SW who may be activating the evacuation/ relocation have accurate information so that they can find all the providers in the area.

	<ul style="list-style-type: none"> * ensure that all providers in the area being relocated by local authorities are aware of evacuation * inform providers, as needed, of sites designated by local authorities where they might relocate * assist providers, as needed, in locating transportation to relocate children * obtain information as to where evacuating providers are relocating and when they leave (to relay to parents or emergency personnel as needed) * remind providers who are relocating children of safe transportation procedures so that there is the safe accounting for every child * Inform other local agencies and/or local child care resource and referral agencies of providers who are relocating and whether they need assistance * enlist other local agencies in contacting providers or parents as needed, or in helping to transport children as needed. <p>-- Provide lists of child care facilities in their areas, estimates of the number of children/adults at each facility, and contact information for CSD/JPD/JPD field staff.</p>
Essential Function:	<p>4. Identification of evacuation procedures – Event not known in advance</p> <p>SEE COUNTY OF YUBA EMERGENCY OPERATIONS PLAN</p>
Process Description:	<ul style="list-style-type: none"> * In the event that emergency evacuation is required, the CSD/JPD/JPD will initiate the proper notification procedure for contacting the staff, child care providers, and families in preparation for emergencies to advise them of the nature of the evacuation. <p>The role in case of relocation will be to serve as a central point of contact to:</p> <ul style="list-style-type: none"> * ensure that emergency staff/SW who may be activating the evacuation/ relocation have accurate information so that they can find all the providers in the area. * ensure that all providers in the area being relocated by local authorities are aware of evacuation * inform providers, as needed, of sites designated by local authorities where they might relocate * assist providers, as needed, in locating transportation to relocate children * obtain information as to where evacuating providers are relocating and when they leave (to relay to parents or emergency personnel as needed) * remind providers who are relocating children of safe transportation procedures so that there is the safe accounting for every child * Inform other local agencies and/or local child care resource and referral agencies of providers who are relocating and whether they need assistance * enlist other local agencies in contacting providers or parents as needed, or in helping to transport children as needed. <p>-- Provide lists of child care facilities in their areas, estimates of the number of children/adults at each facility, and contact information for CSD/JPD/JPD field staff.</p>

Essential Function:	<p>5. Identification of shelters SEE COUNTY OF YUBA EMERGENCY OPERATIONS PLAN AND YCHHSD P&P ANF 023-001, 002</p> <p>-</p>
Process Description:	<p>Purpose:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To ensure that all shelter operation plans and all resource support channels are in place to open and operate all general population shelter facilities during times of emergency or disaster. <input type="checkbox"/> To coordinate the opening and operation of evacuation centers or shelters as directed by the Deputy County Administrator of Emergency Services until the American Red Cross assumes responsibility. Thereafter, work closely with and support the American Red Cross, Salvation Army and any other volunteer service agencies providing care and shelter assistance to disaster victims. The Health & Human Services Department (also referred to as the Care & Shelter Branch) has operational area of responsibility for care and sheltering during times of emergency or disaster as further outlined in the County's SEMS Multi-hazard Emergency Operations Plan. <p>Procedure:</p> <p>I. Responsibilities of the Director or his/her designee</p> <p>A. Verify that the following management personnel have been notified: Suzanne Nobles W-749-6271 C-682-0488 Treo-635-7565 Rob Shotwell W-749-6270 C-682-0260 Treo-635-1712 Kathy Cole W-749-6382 C-415-9798 Treo-635-4165 Dr. Joe Cassady W-749-8313 C-682-8648 Treo-635-5579</p> <p>B. Respond to the Emergency Operations Center (EOC) and check in with the Deputy County Administrator of Emergency Services or his/her designee, to obtain a briefing.</p> <p>C. In conjunction with the Deputy County Administrator of Emergency Services, determine the best evacuation/shelter location to open and contact the appropriate contact person for that site.</p> <p>D. Notify Deputy Directors to respond to the Department Operations Center (DOC). The Deputy Directors along with staff from the Health division will set-up and operate the DOC. A copy of the DOC opening and operation plan will be kept with the DOC equipment.</p> <p>(1) The Deputy Directors will notify evacuation/shelter leader(s) of evacuation/shelter openings and advise them of site location(s) and to which site they should respond; and coordinate contacting shelter team members and provide them with the evacuation/shelter leader's name and location of evacuation center/shelter.</p> <p>E. Ensure the Public Health Officer has been notified of the opening of evacuation center/shelter to begin the process of notifying Public Health Nurses to respond to that site.</p> <p>F. Verify that the evacuation center/ shelter is staffed and ready for occupancy. This is done jointly with Three Rivers American Red Cross.</p>

	<p>G. Ensure that everyone in the EOC knows the location of the evacuation center/ shelter when it becomes operational.</p> <p>H. Coordinate meal arrangements with the American Red Cross (ARC). If the ARC is unavailable coordinate with the Logistics Coordinator in the EOC.</p> <p>(1) Staffing will begin with 12 hour shifts for the first two days. Adjust shifts and/or staff as needed.</p> <p>I. Maintain contact with each evacuation center/shelter to assess needs. Requests for food and or supplies will be relayed to the Logistics Coordinator in the EOC.</p> <p>J. Ensure a method for effectively communicating with evacuation/shelter leaders.</p> <p>K. If security guards are needed at the evacuation/shelter location(s) coordinate through the Logistics Coordinator.</p> <p>II. Responsibilities of the Health Officer</p> <p>The Health Officer will be responsible for notifying the Director of Nurses (DON) who will notify the Public Health Nurses (PHNs), Mental Health, Children's Services Division and Adult Protective Services utilizing the division's "Disaster Call Tree." PHNs assigned to an evacuation center/shelter will follow the Disaster Preparedness and Notification policy as outlined in Local Public Health (LPH) 001-003. The Health Officer's role during times of emergency or disaster is further outlined in the County's SEMS Multi hazard Emergency Operations Plan under the Operations Division, Medical and Health Branch.</p> <p>III. Red Cross Cots and Blankets</p> <p>A. Cots and blankets are stored at the following locations (last updated 2004):</p> <ol style="list-style-type: none"> 1. Wheatland Corporation Yard – Wheatland Police Department has a key to the yard 2. Brownsville Community Center – Jean or Dave Brenner 675-0723 3. California Division of Forestry Dobbins station - 692-1616 4. Agnes Dean Community Center (Oregon House) Bill Hone 692-1799, Jim Ackles 692-2133 or Ken Eaton 692-1365 <p>B. If cots and blankets are needed, contact ARC to coordinate transportation for pick-up and delivery of cots and blankets to the evacuation center/shelter. If the ARC is unable to arrange transportation of cots and blankets, coordinate transportation with the Logistics Coordinator in the EOC.</p> <p>C. Evacuation center/shelter staff are responsible for set-up and placement of cots upon their arrival.</p>
Essential Function:	6. Parental notification procedures
Process Description:	Collect identifying information, such as social security numbers or driver's license numbers, from birth parents and from families receiving in-home services to help locate them during and after a disaster, along with other contact information, should be recorded in CWS/CMS and or SACWIS automated

	<p>databases so it can be accessed when needed. If agencies do not have contact information for birth parents, they may be able to get phone numbers and other information from the foster families or providers caring for their children.</p> <p>a) CWS/JPD will make diligent effort to notify child care providers, parents or guardians by phone.</p> <p>b) Procedures for parental notification include telephone chains -- Telephone List /Emergency Numbers -- and notification of local media radio and television stations by the County Staff or designee of all procedures, as well as posting information on the County web site http://www.co.yuba.ca.us/Departments/HHSD/CWS/.</p>
Essential Function:	7. Alternative processes for providing continued services
Process Description:	<p>A primary focus during disasters is to be in contact with clients and begin to respond to their needs. Consider the following steps:</p> <ul style="list-style-type: none"> • Establish contact with families, providers and youth in the child welfare system at the time of the disaster when they call in, or use emergency contact information to locate them. Coordinate with other systems that have child and family location information. • Maintain a database to track clients who have called in and those who are in unknown circumstances. • Conduct an initial assessment of locations and needs of families, providers and youth. • Provide information, support, and services for these families, and coordinate services with other agencies. • Provide additional programs/services to children, youth and families affected by the disaster, such as: immediate trauma services for children, youth and families; • assistance for medically fragile children and their caregivers; • more time for service visits; • new benefit programs to respond to needs (e.g., rebuilding housing); • child care for families seeking help; and • extra assistance needed by foster families to provide for their own children. • Identify children separated from their families, and provide services to them. <p>Entire purpose of the disaster recovery plan is to develop alternative procedures for critical tasks needing to be completed until a recovery to normal business can be attained.</p> <p>* make easily available the emergency contact information – case record information, etc. – by providing mobile computers for access to ISAWS and CWS/CMS system. In other words the county create mechanism to provide access to State Automated Systems -- CWS/CMS, ISAWS, etc.</p> <p>* Access to data also minimizes disruption to ensure court proceedings not be delayed.</p> <p>* Data /records management: Displaced child's records may not be available. To make some records available to authority.</p>

	<p>* Many families were receiving services while their child was residing in their home, and other families were under investigation for abuse and neglect. Priority will be placed on the cases of children determined to be at high risk of abuse and focus their efforts on that.</p>
Essential Function:	7. Staff assignment process
Process Description:	<p>Managers contact and deploy staff as needed to meet the demands of the disaster, and draw on extra resources, including mutual aid agreements with other counties or States. Specific steps related to workload management include:</p> <ul style="list-style-type: none"> • Assess the availability of child welfare staff, including those affected by the disaster and their locations. Agencies could maintain a database to keep track of who has been located and their status. • Based on the plan, carry out work functions identified as essential. Some nonessential, routine activities can be discontinued or limited, saving staff time for more critical functions. • Find out what special waivers might go into effect during a crisis and communicate those to all parties needing the information. It is particularly important that this information gets to frontline staff who are dealing directly with children, youth and families (e.g., ICPC waivers, Medicaid waivers). • Train staff to answer calls coming in to the toll-free phone number. • Rotate local and non-local staff members, and volunteers, through the most demanding disaster-related positions. • Have managers log situations they address so short “how to” guides can be produced and shared. This will help avoid a duplication of effort as other managers face the same situation, and will allow the experience to inform revision of the disaster plan. <p>CWS/JPD would activate phone trees to determine how staff have been affected, what resources would be needed to enable the field staff to resume operations, and any information the field staff know about the status of partners in their areas.</p> <p>Operation</p> <p>1- The organizational structure – assignment, etc. -- will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and the demands of the emergency.</p> <p>1- Emergency operations shall include all activities which are directed toward reduction of the immediate hazard, establishing situation control and restoration of normal operations within the county.</p> <p>3- The responsibility for the direction and control of disaster situations is vested in the Director as indicated above.</p> <p>5- On-scene activities of emergency response personnel will be managed utilizing an internal</p>

	supervisor, social worker command.
Essential Function:	8. Workload planning
Process Description:	<p>-- The organizational structure – workload, etc. -- of the staff will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and the demands of the emergency.</p> <p>-- When appropriate, a task has a staff member designated as having the primary responsibility for its completion.</p> <p>-- While this workload is an effort to structure and organize the workload of the department an emergency situation, it is also understood that the program is subject to the direction of the EOC/ Director and may, therefore, be modified at any time.</p> <p>The workload does not describe all the activities, but rather highlights those projects and activities which will occupy a considerable amount of staff time if deployed.</p>
Essential Function:	9. Alternative locations for operations
Process Description:	<ul style="list-style-type: none"> • Relocate services to alternate locations as required by the scale of the disaster. • Locate services close to where families and children are—disaster assistance centers along with other service providers, if possible, and/or use mobile units, neighborhood centers, or coordinated outreach to provide access. • Make services culturally competent by providing services, and information about them, in the language clients use, and in a culturally appropriate way. • Compile and distribute to staff and clients lists of other disaster-related services and programs available through statewide emergency management efforts and/or other agencies. <p>* If the Packard area were impacted by the emergency, the Deputy Director would work with the others involved to identify any impacts on Packard area, staff, computer/phone systems – and what resources may be needed to address negative impacts.</p> <p>* The key personnel of the CSD/JPD in Packard would relocate to the identified near alternate site area or the distant alternate site. The CSD/JPD would report Children's Services needs to the DHHS Deputy Director.</p> <p>* Partners such as IT (Information Technology Dept.) may also be called upon to help with the assessment, and could be asked to help the Division develop solutions.</p>

Essential Function:	10. Orientation and ongoing training
Process Description:	<p>*CWS/JPD will provide disaster preparedness training to all staff and will provide disaster preparedness information to employees.</p> <p>* Conduct exercises for orientation and training of personnel in disaster recovery activities.</p> <p>* Distribution of Plan Materials – All staff will be provided with copies of the Disaster Plan emergency procedures. New staff will receive the plan as part of their general orientation with the personnel representative. All staff members will also be provided with a short emergency procedures document that explains what to do in case of emergencies/disasters that take place during the workday. Key partners will be provided with copies of disaster plan or referenced to a Web site from which to view/download the plan.</p> <p>* Disaster-related team lists including work and home contact information will be updated and revisions distributed to team members on a quarterly basis. Each team list will be shared only with its own team members.</p> <p>* Training of team leaders – Team leader's members may be asked to participate in emergency drills or attend meetings to discuss disaster roles or procedures.</p> <p>* Disaster scenario drills – Prior to the update of the Disaster Plan each year, the teams (including partners to the extent possible) may be asked to walk through a given disaster scenario and identify the steps they would take to respond to the situation.</p>
CWS Disaster Response Criteria B:	Respond, as appropriate, to new child welfare cases referrals in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. New child welfare investigation process
Process Description:	<p>* Coordinate with Red Cross and FEMA on families we need to locate.</p> <p>* Survey all children in our shelters to identify children who are not with their legal guardians – these children have a high probability of being listed as missing by family members; find out where they are sleeping in the shelter; and the name and age of the person who is supervising them.</p> <p>* The names of all children identified through the survey as not being with their legal guardians should be considered at high-risk and immediately reported to the National Center for Missing and Exploited Children (NCMEC) at 1-800-843-5678. The NCMEC can then cross-check them with the names of children who have been reported missing.</p> <p>* After the “high risk” children have been reported, a complete list of children's names in the clinic or shelter should be sent to the NCMEC in case adults and/or children have provided incorrect information about their relationship and status.</p>

	<p>* Children who are not with their legal guardians (i.e., prior to the hurricane) should undergo a safety and well-being assessment (taking into consideration an assessment of the relationship between the child and accompanying adult), ideally performed by a physician with pediatric experience.</p> <p>* To coordinate with NCMEC so if NCMEC informs us that the child has been reported as missing, locate the child and facilitate reunification of the child and his/her legal guardian.</p>
Essential Function:	2. Implementation process for providing new services
Process Description:	
CWS Disaster Response Criteria C:	Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff
Process Description:	<p>CSD/JPD has important responsibilities to children and families victims of a disaster, and employees are expected to attempt to report to work, barring critical personal and family emergency responsibilities.</p> <p>Division will maintain rosters of all DHHS management staff , CSD/JPD staff, including home and office telephone numbers and pager numbers.</p> <p>Rosters will be forwarded to the DHHS Deputy Director at least twice each year.</p> <p>The program manager and supervisors will keep copies of these rosters at home and in the office.</p> <p>If there is an emergency requiring notification of employees outside working hours, the appropriate manager, or supervisor will be expected to initiate immediate notification to employees who need to know the emergency information through the telephone tree.</p>
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	<p>CSD/JPD has important responsibilities to children and families victims of a disaster, and employees are expected to attempt to report to work.</p> <p>In a major emergency, damage may be so widespread that CSD/JPD personnel cannot be contacted through normal channels. Following a disaster, all employees are expected to listen to the Emergency Alert System on news radio stations to learn whether the emergency is widespread and for instructions on reporting to work. Employees may be ordered to work temporarily at locations away from their normal job assignment.</p> <p>The Deputy Director or program manager will ensure that each employee is assigned a disaster designation. The Office Head or designee will also ensure that each employee is assigned to two</p>

	<p>alternate work locations, where the employee will report if the normal work location is not operational, or cannot be reached because of travel restrictions.</p> <p>Division will maintain rosters of all supervisors, including home and office telephone numbers and pager numbers. Copies of Division rosters will be forwarded to the DHHS Disaster Services at least twice each year.</p>										
Essential Function:	3. Communication structure – contracted services										
Process Description:	<p>Division will maintain rosters of contractors -- Red Cross, mental Health, etc. -- including addresses and office telephone numbers, etc. Copies of Division rosters will be forwarded to the DHHS at least twice each year.</p> <p>The program manager, supervisors, staff, SWs, will keep copies of these rosters at home and in the office. If there is an emergency requiring notification of employees outside working hours, the appropriate Division staff or supervisor will be expected to initiate immediate notification to contractors who need to know the emergency information through the telephone tree.</p>										
Essential Function:	4. Communication process when all normal channels are unavailable										
Process Description:	<p>Post information for staff, families, providers, and youth on a designated website, and update it regularly. Websites can include current status of services and how to access them, disaster updates, alternate transportation routes/maps, information for staff, toll free numbers and other contact information. Some agencies use intranet sites to provide this detailed information</p> <p>If the disaster caused widespread, serious damage, the staff and public should be directed to listen for messages regarding potential emergency services in the community on the Emergency Alert System on local news radio stations.</p> <table> <tr> <td>FM stations:</td><td>AM stations:</td></tr> <tr> <td>KGBY 92.5</td><td>KFBK 1530</td></tr> <tr> <td>KMJE 101.5</td><td>KSTE 650</td></tr> <tr> <td></td><td>KUBA 1600</td></tr> <tr> <td></td><td>KMYC 1410</td></tr> </table>	FM stations:	AM stations:	KGBY 92.5	KFBK 1530	KMJE 101.5	KSTE 650		KUBA 1600		KMYC 1410
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Essential Function:	5. Communication frequency
Process Description:	See above
Essential Function:	6. Communication with media See above
Process Description:	
Essential Function:	7. Communication with volunteers
Process Description:	See above
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	Currently do not have an 800 # - further discussion will occur
CWS Disaster Response Criteria D:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	<p><i>Store critical information.</i> Store the following information in statewide automated databases:</p> <ul style="list-style-type: none"> • disaster plan details including roles and responsibilities; • case and client records; • disaster plan contact information for staff, families, providers and youth; and • human resource data (employee information, payroll systems).
Essential Function:	2. Use of off-site back-up system
Process Description:	Use off-site backup for information systems with case and client records (such as Statewide Automated Child Welfare Information Systems— SACWIS) and human resource data (e.g.,

	employee information and payroll systems). Backing up automated systems in a secure, remote location is a vital step to accessing information if disaster strikes agency buildings or the local area. Coordinate with other key partners, such as courts, on taking steps to backup critical records. <i>Protect equipment:</i> To protect data, equipment and servers from environmental factors, invest in secure server cabinets with the necessary air conditioning and waterproof protection. Take appropriate steps to protect computers during disasters, such as covering/bagging machines and installing surge protectors
CWS Disaster Response Criteria E:	Coordinate services and share information with other states:
Essential Function:	1. Interstate Compact on the Placement of Children reporting process
Process Description:	Provide complete contact information (e.g., phone numbers, alternate phone numbers, fax, email, addresses) for those liaisons and their alternates in the plan.
Essential Function:	2. Mental health providers
Process Description:	No one who sees a disaster is untouched by it. In any given disaster, loss and trauma will directly affect many people. In addition, there are many other individuals who are emotionally impacted simply by being part of the affected community. Local service providers will often be expected to address the needs of disaster survivors during the recovery phase
Essential Function:	3. Courts
Process Description:	Work collaboratively with courts to achieve outcomes for children and coordinate disaster response efforts. Share information on each system's disaster plans and on the status of court processes during a disaster. Work towards integrated information systems, so the agency and courts share appropriate case level information. This benefits both ongoing agency management and efforts to manage services to families in the wake of a disaster. Assign a person or position to act as a liaison with courts during and after a disaster to facilitate communication.
Essential Function:	4. Federal partners

Process Description:	Designate staff to initiate contact during disasters with federal agencies that oversee your agency, and maintain contact during the recovery process. This will allow communication about federal requirements and possible waivers, and information sharing on what is happening on the State and federal level related to the disaster.
Essential Function:	5. CDSS
Process Description:	Central point of contact with DHHS and counties – coordination of emergency plans
Essential Function:	6. Tribes
Process Description:	Provide complete contact information (e.g., phone numbers, alternate phone numbers, fax, email, addresses) for those liaisons and their alternates in the plan.
Essential Function:	7. Volunteers
Process Description:	Identify people and organizations that might assist as volunteers during a disaster, such as the faith community, civic groups, local or national volunteer organizations, or nonprofit agencies. Consider the types of tasks they might do and any training they would need to understand the agency and carry out those jobs.

RESOURCE FAMILY DISASTER PLAN**DRAFT**

Resource Family Name: _____

This document contains my plans if I am required to leave my home address due to a natural disaster or catastrophic event.

If I need to evacuate my home, I would relocate to:

FIRST CHOICE: (name of friend or family if relocating to a residence, address, phone number, alternate phone number, other contact information – email, other)

If I am not able to go there, my SECOND CHOICE would be: (address, phone number, alternate phone number, other contact information – email, etc.)

Other means of contacting me:

Cell phone number: _____ Email address: _____

Contact information for person with whom I would be in touch in case of an emergency and who the agency could contact if necessary: (e.g., family member or friend, living outside of the immediate area) _____

I understand that there are critical items I am urged to take with me when we evacuate. These include:

- agency contact information (e.g. agency emergency contact number)
- my children's medical information (e.g. prescriptions, recent medical reports, physician/s name and contact information, immunization history)
- educational records
- identifying information for the child including citizenship information
- court order giving the agency custody of any children in my home at the time of the event

I understand that I am required to check in with the Yuba County Health and Human Services Department. I can use these toll free numbers: (To be Determined).

I understand that should any of the information included in this plan change that I am to update the form within 14 days of the change and provide the agency with the update.

Signature: _____

Print Name: _____